



DEPARTMENT OF THE NAVY
OFFICE OF THE UNDER SECRETARY
1000 NAVY PENTAGON
WASHINGTON, D.C. 20350-1000

DEC 29 2009

MEMORANDUM FOR THE DIRECTOR OF ADMINISTRATION AND
MANAGEMENT

SUBJECT: PROPOSED CHARTER FOR BOARD OF ADVISORS TO THE
PRESIDENTS OF THE NAVAL POSTGRADUATE SCHOOL AND THE
NAVAL WAR COLLEGE

The proposed charter for the Board of Advisors, Naval Postgraduate School and the Naval War College is forwarded for your review and approval.

The point of contact for this matter is Ms. Marguerite Polite, Secretariat Headquarters Human Resources Office, Head, Executive Personnel Branch. She can be reached at (703) 693-0886.



Eileen Roberson

Attachement:
As stated

CHARTER
BOARD OF ADVISORS TO THE PRESIDENTS OF THE NAVAL
POSTGRADUATE SCHOOL (NPS) AND THE NAVAL WAR COLLEGE (NWC)

1. Committee's Official Designation: The Committee shall be known as the Board of Advisors to the Presidents of the Naval Postgraduate School and the Naval War College, hereafter referred to as the "Board."
2. Authority: The Secretary of Defense, pursuant to the Federal Advisory Committee Act of 1972 (5 U.S.C., Appendix) and 41 CFR § 102-3.50(d), established the Board.
3. Objectives and Scope of Activities: The Board shall examine and advise on matters pertaining to the naval Postgraduate School and the Naval War College.
4. Description of Duties: The Board, under the provisions of the Federal Advisory Committee Act of 1972, shall advise and assist the Presidents in educational and support areas, providing independent advice and recommendations on items such as, but not limited to, organizational management, curricula, methods of instruction, facilities, and other matters of interest. The Board will establish its own rules of procedure. Reports or opinions, suggestions and recommendations of the Board will be made to the respective President (s). The Presidents, as appropriate, shall advise the Secretary of the Navy and the Chief of Naval Operations of opinions and recommendations made by the members of the Board which should receive consideration by a higher authority.
5. Agency or Official to Whom the Committee Reports: The Board shall report to the Secretary of Defense, through the Secretary of the Navy and the Chief of Naval Operations. Pursuant to DoD policy, the Secretary of the Navy may act upon the Board's advice.
6. Support: The Department of Defense, through the Office of the Secretary of the Navy and the two naval schools, shall provide support as deemed necessary for the Board's performance, and shall ensure compliance with the requirements of the Federal Advisory Committee Act of 1972 and the Government in the Sunshine Act of 1976 (5 U.S.C. § 552b).
7. Estimated Annual Operating Costs and Staff Years: It is estimated that the annual operating costs, to include travel costs and meeting and contract support is approximately \$250,000.00. The estimated annual DoD personnel costs are 1.0 full-time equivalents (FTE).
8. Designated Federal Officer: The Designated Federal Officer, pursuant to DoD policy, shall be a full-time or permanent part-time DoD employee, and shall be appointed in accordance with established DoD policies and procedures. In addition, the Designated Federal Officer is required to be in attendance at all meetings, to include subcommittee meetings. In the

absence of the Designated Federal Officer and according to DoD policy, the Alternate Designated Federal Officer may attend the meeting.

9. Estimated Number and Frequency of Meetings: The Board shall meet at the call of the Board's Designated Federal Officer, in consultation with the Board's chairperson and the school's Presidents. The estimated number of Board meetings is one per year.
10. Duration: The need for this Advisory Board is on a continuous basis; however, it is subject to renewal every two years
11. Termination: The Board shall terminate upon completion of its mission or two years from the date this charter is filed, whichever is sooner, unless the Secretary of Defense or designee extends it.
12. Membership and Designation: The Board shall be comprised of not more than ten (10) members who are eminent authorities in the fields of academia, business, national defense, the defense industry, and research & analysis. Not less than fifty percent of Board members shall be eminent authorities in the field of academia. Board members shall be appointed for terms of one, two, three or four years, and may be renewed at the discretion of the respective Presidents. The Chief of Naval Personnel will serve as an ex-officio member of the Board. With the exception of travel and per diem for official travel, Board members serve without compensation.
13. Subcommittees: The Board shall establish two subcommittees, and these subcommittees shall operate under the provisions of the Federal Advisory Committee Act of 1972, the Government in the Sunshine Act of 1976, and other applicable federal regulations. Specifically, one subcommittee of not more than 19 members shall have as its primary focus the Naval Postgraduate School, and will meet, at a minimum, twice annually at the call of the DFO. The other subcommittee, consisting of not more than 10 members, shall have as its primary focus the Naval War College, and will meet twice annually at the call of the DFO. Such subcommittees shall not work independently of the chartered Board, and shall report all their recommendations and advice to the Board for full deliberation and discussion. Subcommittees have no authority to make decisions on behalf of the chartered Board nor can they report directly to the Department of Defense or any federal officers or employees who are not Board members.
14. Recordkeeping: The records of the Board and its subcommittees shall be handled according to section 2, General Record Schedule 26 and appropriate Department of Defense policies and procedures. These records shall be available for public inspection and copying, subject to the Freedom of Information Act of 1966 (5 U.S.C. § 552, as amended).
15. Filing Date: